

**Acquisitions and Contract Performance
Activity Dictionary**

Functional Service Area	Sub-process	Activities	Definition
Acquisitions and Contract Performance		Manage human resources	Manage human resources a) process and track personnel actions b) develop position descriptions, crediting plans and vacancies! c) develop/review performance skills and core competencies, appraisals, performance disputes d) advise regarding labor relations/CBA
		Plan Acquisitions and Contract Performance	Responsible for partnering with the Channels to ensure that SFA acquisitions and contracts support core operation and support functions and are aligned to the business strategy of SFA.
		Provide contract development and performance	1)Responsible for providing contract development support and contract management support to the Channels. 2) Issue the appropriate contractual document to solicit offers for the required resources. 3)Responsible for evaluation tasks required for acquisitions and support Source selection process
		Evaluate contracts	Responsible for evaluating contractor performance to ensure that SFA meets its contract management and strategic goals and objectives.
		Provide administrative support	Process and provide guidance on travel authorizations, vouchers, purchase orders, credit card, and space - a) travel processing b) credit card purchases c) design and reconfiguration of space/facility
		Manage Acquisitions and Contract Performance	a) Provide oversight and guidance to the staff b) partnering with consultants and customers c) administration support for the management

Acquisitions and Contract Performance
Assignment of Activities to Channels

Functional Service Area	Activities	Driver	Channels			%
			Schools	Students	Financial Partners	
		Contract Cost % by Channel	17%	80%	3%	100%
Acquisitions and Contract Performance	Manage human resources	Contract Cost % by Channel	17%	80%	3%	100%
	Plan Acquisitions and Contract Performance	Contract Cost % by Channel	17%	80%	3%	100%
	Provide contract development and performance	Contract Cost % by Channel	17%	80%	3%	100%
	Evaluate contracts	Contract Cost % by Channel	17%	80%	3%	100%
	Provide administrative support	Contract Cost % by Channel	17%	80%	3%	100%
	Manage Acquisitions and Contract Performance	Contract Cost % by Channel	17%	80%	3%	100%

**Acquisitions and Contract Performance
Assignment of Activities to SFA Programs**

		Proposed Driver	SFA Programs									Total
			DL-Cons	DL-Serv	DL-Orig	FFELP	Pell	FWS	FSEOG	Perkins	S/LEAP	
Functional Service Area	Activities	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587
Acquisitions and Contract Performance	Manage human resources	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587
	Plan Acquisitions and Contract Performance	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587
	Provide contract development and performance	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587
	Evaluate contracts	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587
	Provide administrative support	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587
	Manage Acquisitions and Contract Performance	School's Channel Contributions	151	164	13323	2585	10331	3989	4285	2749	10	37587